



**COUNTY OF SAN DIEGO**  
**DEPARTMENT OF PLANNING AND LAND USE: Zoning**  
**TENTATIVE MAPS FOR CONDO CONVERSION**  
**STAFF CHECK LIST**

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Tentative Map Number \_\_\_\_\_ Accepted for filing \_\_\_\_\_ by \_\_\_\_\_  
Date Name

**YES** **NO**  
☐ ☐

**MORATORIA** (Check yes if the project is affected by a moratorium. Refer to moratorium book under the name of area.)

☐ ☐ Check for flags.

**ASSOCIATED DOCUMENTS AND INFORMATION REQUIRED**

☐ ☐ Discretionary Permit Application Form (DPLU #346). Make sure applicant has filled out and signed the front.

☐ ☐ Acknowledgment of Filing Fees and Deposits (DPLU #126). If case involves a deposit (new major subdivision, etc.), have applicant sign the back of DPLU #126.

☐ ☐ Signed Affidavit stating that the 60-day prior notification has been accomplished.

☐ ☐ **ENVIRONMENTAL REVIEW:**

a. CEQA Exemption: collect CEQA Exemption Review Fee.

☐ Preliminary Flood Plain Evaluation Form (DPLU #394).

☐ ☐ Evidence of Legal Parcel (DPLU #320) (see policy G-3). (Verify with DPW that the Covenants of Improvements of PM have been released/recorded)

☐ ☐ Two (2) copies of the Preliminary Title Report not more the 6 months old.

☐ ☐ Disclosure Statement (DPLU #305).

☐ ☐ Associated requests for Rezones, Major Use Permits, Variances, Specific Plans being filed concurrently. Planned Development Projects must be filed concurrently.

☐ ☐ School Letters: Letter from each applicable school district.

☐ ☐ Sewer Letter.

☐ ☐ Water Letter.

☐ ☐ Fire Letter.

☐ ☐ Additional Services Letters.

**YES** **NO**  
☐ ☐

**Public Notice Package:**

☐ Assessor's Map(s) properly marked.

☐ Typed list.

☐ One set of stamped and addressed envelopes.



DPLU-372C (08/10)

☐ Gummed labels (one set).

☐ Public Notice Certification (DPLU #514 and DPLU #299).

**YES NO**

☐☐

Vicinity Map/Project Summary (DPLU #524) Must show proposed lots and roads. If it is a rezone, then contiguous zones must be shown on the map.

☐ One (1) set of stamped and addressed envelopes to current tenants for each apartment unit.

☐ Typed list of the tenants living in the development at the time of application.

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Two (2) copies of a Stormwater Management Plan.

**MAP**

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Legible prints.

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Size of map no larger than 36" x 48".

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Copies - see coversheet of application.

**STATEMENTS ON THE MAP**

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Name, Address, Telephone number and Signature of Property Owner(s).

☐☐

Name, Address, Telephone number and Signature of Subdivider(s).

☐☐

Name, Address, Telephone number and Signature of Engineer or Surveyor.

**DISTRICTS**

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Sewer or septic.

☐☐

Water or wells.

☐☐

Fire.

☐☐

All schools - elementary, junior, and high.

☐☐

Street lighting.

☐☐

Other.

**DESIGN**

☐☐

Numbering of condo units.

☐☐

Dimensions of all property lines of the subdivision and the lots/parcels.

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Easements for other than road purposes, existing or proposed width.

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Streets approximate grades, widths, names, radii of curves, cross sections, private vs. public.

☐☐

Existing buildings, traveled ways and streets on a subject property and within 100 feet. Show and label building(s) to remain and to be removed. Show distances between buildings (existing and proposed) and property and easement lines.

☐☐

Adjacent subdivisions and parcel maps; show map number.